Here are some simple steps to help you successfully validate courses in your shopping cart using the Student Centre:

1. Log into the MyUofC portal

2. After logging into the MyUofC portal, on the Home Page, scroll to the middle of the page and click on Course Search.
3. Select the term in which you wish to register for and the subject you want to search. After you have entered this information, click on the **Search** button.

4. Select the class that you wish to enroll in by clicking on the **Select** button.
5. Review your course selection, and click the **Next** button. In the case that a class is full during your enrolment appointment and you prefer to be put on a waitlist for the course, please be sure to check off the “**Waitlist if class is full**” box now, so you do not have to repeat this step during your enrolment appointment.

6. You will now be able to see that the class(s) you chose were added to your shopping cart. At this point, you can either start a new search to add more classes to the shopping cart, or simply exit out of this screen by clicking on the X button.
7. You will now need to go back to the **Home** screen of your Student Centre (Refer to steps 2 of this procedure) and scroll to the middle of the page to see your Shopping Cart. Select the term for which you prefer to validate the course(s) and then click on the **Validate/Add/Submit/Edit** button.
8. Check off the boxes next to the courses that you wish to validate, and then click on the Validate button. Please note that the “Validation” tool DOES NOT action enrolment. Students have to process enrolment independently by clicking the Enroll button to obtain a spots in a class.

9. Once the Validate button is clicked, students can see the potential enrolment errors and take appropriate actions to fix them. It should be noted that this screen will only display one potential error at a time for a class if the class were to have multiple potential problems.
IMPORTANT NOTES:

- A course has to be added to the shopping cart in order to validate it.
- A green check box indicating that a course is "OK to add" DOES NOT guarantee enrolment in the course. Other factors may prevent enrolment, and those factors can only be determined during the actual enrolment. The validate option DOES NOT capture all enrolment errors.
- If a course has multiple potential problems, the validate option will only display one potential problem at a time.
- You can run the validation option multiple times by either selecting any or all of the courses in your shopping cart.
- You **cannot** successfully validate a course that has one or more of its pre-requisite course in the shopping cart of any prior term(s)

End of Procedure